

**TRANSFER LIST:** To be eligible for placement on a transfer list, you must have been appointed from a regular employment list **AND** be serving in a permanent or certified-temporary appointment, on an authorized leave of absence, or on a reinstatement or reemployment list due to layoff. You do not have to complete probation to request a transfer. If you are in a temporary position, you may only transfer to another temporary position. ([Civil Service Rule 3.2.6](#)) If eligible, there is a two part test to qualify for placement:

- 1) **Salary** - You must be in a position in the same class OR in a class with a top salary equal to or greater than the requested class (you can NOT transfer to a higher paying class\*).
- 2) **Minimum Requirements** - You must have the required education, experience, licensure and/or certification of the requested class.

**\*Note:** If you passed probation in a higher paying class within the past three years, you may request a transfer to return to that class. If you are on a Reinstatement or Reemployment list due to layoff, you may request a transfer to a class based on the salary of the class you were laid off from.

**An employee who accepts a voluntarily demotion and does not successfully complete the probation period for that classification SHALL NOT have rights to return to his/her previous permanent position, and may be separated from County service.**

Placement on a transfer list expires after **ONE YEAR** but may be renewed by reapplying. If transferring to another department or class, a new probationary period may be required. To protect your privacy, your name will not be certified to your own department for your current class.

If you transfer to a lower-paying class, your name will be removed from a transfer list for a higher-paying class. Your name will be removed from a transfer list if you terminate County service, unless you are on a Reinstatement or Reemployment list due to layoff.

**REEMPLOYMENT LIST:** To be eligible for placement on the reemployment list, you must be a former employee who completed a probationary period **AND** performed satisfactorily with verifiable service of standard or above. Your eligibility to be on a reemployment list expires **THREE YEARS** from termination. ([Civil Service Rule 3.2.5](#)) If eligible, placement will be to the same class where permanent status was most recently attained or to a class having the same or a lower top rate within the same occupational area.

**RETIREE LIST:** To be eligible for placement on the retiree list, you must be a former employee on service retirement and at least 180 calendar days must have passed since your retirement date as a regular employee. Public safety officers are excluded and have a 90 day waiting period. You can be reemployed for temporary employment only not to exceed 960 hours in a fiscal year. ([Civil Service Rule 3.2.5](#)) and [DHR Policy 101](#). If eligible, placement will be to the same class where permanent status was most recently attained or to a class having the same or a lower top rate within the same occupational area. Placement on a retiree list expires after **ONE** year but may be renewed by reapplying.

**Former employees receiving County retirement benefits can be rehired into the Classified Service from a Retiree list. A retired former employee may NOT return to work until at least 180 calendar days following the last day worked as a regular employee (90 days for Public Safety) unless they have reached the “normal retirement age” as determined by SDCERA (subject to IRS guidelines):**

- **Safety:**
  - o Tier A      **Normal Retirement Age**
  - o Tier B      **Age 50 with 10 years of Service Credit**
  - o Tier C      **Age 55 with 10 years of Service Credit**
  - o Tier C      **Age 57 with 5 years of Service Credit**

***If you have any questions regarding your eligibility or if you do not see the job title of the position you are interested in, please contact (619)236-2191.***